

TOWN OF

DARIEN, CONNECTICUT

EMERGENCY OPERATIONS PLAN

ANNEX "K"

PUBLIC WORKS

Approved By:

Robert Steeger, Superintendent of Public Works

Date

John W. Jordan, Director
Darien Emergency Management

Date

DARIEN PUBLIC WORKS ANNEX

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DARIEN PUBLIC WORKS ANNEX

I. AUTHORITY

Authority for this Annex is contained in the Darien Emergency Operations Plan (EOP); Title 28, Chapter 517 of the Connecticut General Statutes as amended, and such Executive Orders and Town Ordinances as may be applicable.

II. MISSION

- A. To maximize the survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of Darien or relocation areas by making use of all available manpower, equipment, and other resources in the event of natural or human caused disasters affecting the town.
- B. Specific missions assigned to this department by the town's Emergency Operations Plan are enumerated in Attachments 3 and 4 to this Annex.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

- 1. The town is vulnerable to many types of disasters including: power failure, flood/flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/accident.
- 2. The department has personnel, vehicles and equipment, which would be made available for emergency/disaster response operations (see Attachment 2).
- 3. The communications and warning capability of the Public Works Department consists of base and vehicle communications via radio link between all public works vehicles.
 - a. LOCAL: 453.65 MHz, and cellular phone, pager, etc.
 - b. OUTSIDE: (Surrounding towns, etc.)
 - c. OTHER:

B. ASSUMPTIONS

- 1. An emergency or disaster can affect the town at any time.
- 2. Some advanced warning will be received in all natural, and human caused emergencies or disasters with the possible exception of tornadoes.

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3. The town may experience the loss of power, telephone service, and other utilities during an emergency or disaster.
4. Most Public Works personnel will be on duty during any emergency or disaster.
5. In a large-scale emergency or disaster, the manpower and resources of the Public Works Department may not be sufficient to effectively carry out the mission stated in Item II above. Therefore, outside assistance may be necessary.
6. Existing verbal and written mutual aid agreements in effect at the time of the emergency or disaster will be used if feasible to do so.
7. Additional manpower and resources may be available from public works departments from surrounding communities and from the Connecticut National Guard.

IV. GENERAL PLAN

A. ORGANIZATION

The Superintendent, or anyone legally administering that office, has direct control over all aspects of the department in an emergency or disaster.

The Superintendent has a cooperative relationship with utility companies that are external to local government and under other direct supervision.

A close liaison with such town departments as Fire, Police, Building, Emergency Management, etc. is maintained at all times. (Note: The Public Works Department Organizational Chart is Attachment 1 of this Annex).

B. CONCEPT OF OPERATIONS

In the event of a major emergency or disaster, the Public Works Department will conduct operations under the provisions of the town's Emergency Operations Plan, this Annex and the Public Works Department Standard Operating Procedures (SOP).

1. MITIGATION

The Public Works Department shall carry out hazard mitigation activities as appropriate to the public works function.

2. INCREASED READINESS OR PRE-DISASTER PHASE

This phase is that period of time from receipt of initial notification of a potential emergency to the onset of the emergency. The length of time in an Increased Readiness Phase may vary from a few minutes to several weeks.

INCREASED READINESS ACTIONS

- a. Upon receipt of a "watch" or "alert" notification, the Superintendent or Assistant Superintendent will call together all supervisors and other appropriate personnel and brief them on the situation.
- b. Following the briefing, all supervisors and other persons involved will review their responsibilities outlined in the Emergency Operations Plan and this Annex.
- c. All vehicles, equipment, supplies and other resources shall be checked for operational readiness.
- d. Personnel and equipment will be readied for dispersal and, where necessary, moved to appropriate locations on a standby basis according to plan for the particular type of emergency.
- e. The Assistant Superintendent will coordinate the inspection of all communications and auxiliary generating equipment to ensure its operating capability. Internal notification/recall rosters will be reviewed.
- f. Department personnel will obtain appropriate protective equipment, instruments, clothing, antidotes, etc. as may be required for the emergency.
- g. The Superintendent will designate personnel to staff the Emergency Operations Center when activated.
- h. The Superintendent will review and update Standard Operating Procedures, maps and charts necessary to accomplish assigned tasks.
- i. The Superintendent will review procedures for providing logistical support to the department during emergency operations.
- j. In an emergency of a local nature, other communities with which mutual aid agreements exist (if any) will be alerted.

3. EMERGENCY PHASE

This phase is the period of time during which an actual emergency is occurring, with or without warning. Action will be taken immediately to evaluate the emergency and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community.

EMERGENCY ACTIONS

- a. Upon recognition or notification of an actual emergency, the department will accept mission-type requests for assistance utilizing appropriate personnel.
- b. The department will conduct emergency operations in the most efficient and expeditious manner possible using all available manpower, equipment, and other resources.
- c. Establish communications with the Emergency Operations Center and surrounding communities with which mutual aid agreements are in effect.
- d. Private contractors, manpower, equipment and resources shall be obtained through the Superintendent of Public Works and First Selectman. Volunteer manpower, equipment and resources shall be obtained through the Emergency Management Director.

4. RECOVERY PHASE

This phase is that period of time when the emergency has subsided to such a degree that recovery operations to restore the community to normal conditions can begin. Some recovery actions may commence during the Emergency Phase.

RECOVERY ACTIONS

- a. Continue clean up operations.
- b. Make complete evaluation of the situation; conduct damage assessment; determine restoration priorities; initiate restoration activities.
- c. Inspect town buildings, roads, bridges, etc. to determine safety conditions.
- d. Assist public utilities in restoration of their services, where necessary and when requested.
- e. Maintain the Emergency Operations Center staffing until such time as the emergency and recovery operations no longer requires it.

V. SUPPORT

Emergency operations will be carried out by the Public Works Department forces supported by other municipal departments, as needed and subject to availability. Manpower, machinery and equipment support may also be enlisted from contractors. Neighborhood assistance may be obtained from citizens volunteering to clean up debris, etc. near their homes. Other supporting and assisting agencies would include, but not be limited to:

Public Works Departments from neighboring communities

State Department of Transportation

Private construction companies, refuse haulers, trucking and moving companies

Auto salvage operators

Telephone, Natural Gas and Electric Utilities

Emergency Management (local, state and federal)

National Guard

Army Corps of Engineers

VI. COMMAND AND CONTROL

- A. The Superintendent, or anyone legally administering that office, will exercise complete authority over all Public Works Department operations in the town in accordance with mission assignments contained in the Emergency Operations Plan and its Annexes. As the emergency situation requires, the Superintendent may make such other assignments of command and control as deemed necessary.
- B. When the Public Works Department personnel are operationally engaged in the town itself, both operational control and direction of emergency forces are retained. When operating on a mutual aid basis in another community, operational control is then exercised by the authority at the scene of operations, but direction is retained by Darien authority. Conversely, personnel sent to Darien aid, comes under control of the Darien authority, but remain under the direction of the parent agency.
- C. In order to ensure continuity in the operation of the Darien Public Works Department, the following line of succession shall be in effect:
 1. Superintendent of Public Works
 2. Assistant Superintendent of Public Works
 3. Highway Superintendent

VII. SPECIAL REQUIREMENTS

A. Record Keeping

The department will keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise, must be accounted for by receipts and written records in detail.

B. Annex Review and Update

This Annex shall be reviewed updated as changes occur throughout the year. All changes shall be forwarded to the Emergency Management Director as they occur. At a minimum, this Annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be produced and sent to all holders prior to the completion of the four year review cycle.

VIII. PROMULGATION

This Annex will become effective upon the approval of the Emergency Management Director, and Superintendent of Public Works. When approved, this Annex will supersede any and all previously written and approved Public Works Department Annexes.

It is intended that this Annex conform to the terms and conditions of Title 28, Chapter 517 of the Connecticut General Statutes as amended, the State of Connecticut Emergency Operations Plan, such Federal Acts and Regulations as may be applicable and any local Emergency Management (Civil Preparedness) Ordinances.

IX. ATTACHMENTS

1. Organizational Chart
2. Departmental Statistics
3. Mission Assignments
4. All Tasked Organizations

DARIEN PUBLIC WORKS ANNEX

Attachment 1

ORGANIZATIONAL CHART

TITLE	NAME	BUSINESS PHONE
E.M. Director	John W. Jordan	656-7305
Superintendent of Public Works	Robert Steeger	656-7346
Assistant Superintendent	Darren J. Oustafine	656-7365

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Attachment 2

DEPARTMENTAL STATISTICS AND RESOURCES

Name of this Department: Department of Public Works
Department Address: 2 Renshaw Road
Darien, CT 06820

Highway Garage
126 Ledge Road
Darien, CT 06820

Telephone Number (s): 656-7346 (Public Works)
655-0133 (Highway Garage)

Number of Employees in Department: 25

Number of Vehicles in Department: 26

A.	Cars:	<u>1</u>
B.	Backhoes:	<u>1</u>
C.	Pickup Trucks:	<u>5</u>
D.	Dump Trucks:	<u>7</u>
E.	Payloaders:	<u>2</u>
F.	Vactor Truck	<u>1</u>
G.	Tractor	<u>1</u>
H.	Sweeper	<u>1</u>
I.	Small Dump Truck	<u>5</u>

Other Equipment in Department:

A.	Small Generator	<u>1</u>
B.	Highway Rescue Vehicle	<u>1</u>
C.	Road Grader	<u>1</u>
D.	Snow Plows	<u>14</u>
E.	Sand Spreaders	<u>12</u>

MISSION ASSIGNMENTS

The SUPERINTENDENT OF PUBLIC WORKS has major responsibility for:

1. Clearance of debris from streets, roads, bridges, and public facilities during emergency situations.
2. Coordinates with private sector utilities (e.g., power and gas) on shutdown and restoration.
3. Preparation and maintenance of a resource list that identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuel, etc. that could be used to support disaster response and recovery operations. The list shall include on-hand resources and supply sources.
4. The repair and restoration of essential services and vital facilities.
5. Assisting utility with maintenance of water pressure to all areas of the town; and ensuring potable water supply during an emergency.
6. Restoration of utilities to critical and essential facilities.
7. Sanitation services (e.g., trash/solid waste removal) during emergencies or disasters.
8. Maintenance of emergency light, heat and repair to critical town buildings.
9. Protecting water supply from the effects of hazardous materials incidents, under the direction of the on-scene commander.
10. Assisting with radiological and hazardous materials decontamination.
11. Providing advisory and supervisory personnel for inspection, shoring and demolition of hazardous structures. Conducting demolition's when directed.

MISSION ASSIGNMENTS

12. Notifying the Emergency Operations Center of detours, road closings, and conditions of the highways.
13. Providing manpower and equipment, dirt, sand, etc. if needed to reinforce/upgrade shelters and the Emergency Operations Centers.
14. Assisting public utilities in restoration of service, when directed.
15. Coordinating private contractors, equipment, supplies and manpower.
16. Draining flooded areas.
17. Refueling and repairing of emergency vehicles; and handling vehicles with mechanical problems during evacuations.
18. Assigning a person to the Emergency Operations Center for radio operation.
19. Heavy rescue operations under the direction of the Fire Department Chiefs.
20. Assisting with damage assessment of public property, if requested.
21. Developing a departmental annex to this operations plan, and updating it as necessary based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc.
22. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

ALL TASKED ORGANIZATIONS

“All tasked organizations” include all other government or private sector organizations that have been assigned tasking in the Emergency Operations Plan to perform response functions.

1. Maintain current internal personnel notification rosters and SOP’s to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
3. Analyze needs and determine specific communications resource requirements.
4. Work with EOC communications coordinator to ensure equipment and procedures are compatible.
5. Identify potential sources of additional equipment and supplies.
6. Provide for continuity of operations.
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternative operating locations provide a means to continue organizational functions during emergency conditions.
 - Protect emergency response staff. This includes actions to:
 - ◇ Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.

ALL TASKED ORGANIZATIONS

- ◇ Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
- ◇ Provide security at facilities.
- ◇ Rotate staff or schedule time off to prevent burnout.
- ◇ Make stress counseling available.
- Ensure the functioning of communications and other essential equipment. This includes actions to:
 - ◇ Test, maintain, and repair communications and warning equipment.
 - ◇ Stockpile supplies and repair equipment.